

Occupant Emergency Plan

**Economic Research Service
U.S. Department of Agriculture
1800 M Street, NW.
Washington, DC 20036-5831**

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Occupant Emergency Plan

In coordination with occupant agencies, the General Services Administration (GSA) is responsible for protecting lives and property when fire, flood, explosion, or other disasters and emergencies strike or threaten Federal facilities. Federal Property Management Regulations require the agencies occupying a facility owned or leased by the Federal Government to take " . . . immediate positive and orderly action to safeguard life and property in the event of all emergencies, except enemy attack. . ." by developing an " Occupant Emergency Plan." To execute the plan, the agencies are required, with GSA technical assistance, to staff and train an "Occupant Emergency Organization." This emergency plan is for use by all occupants of ERS designated space at 1800 M Street, NW., Washington, DC 20036-5831.

All emergency operations are directed from the building's Command Center, located in the Fire Control Room (adjacent to the North Tower lobby) and staffed by the Designated Official/Occupant Emergency Coordinator.

Occupant Information

The U.S. Department of Agriculture's Economic Research Service is the primary occupant of floors 2, 4, 5, and partial occupant of the 3rd floor. There are approximately 480 Federal occupants and approximately 50 non-federal occupants for a total of approximately 530 occupants.

Facility Information

Building name: 1800 M Street, Northwest

Address: 1800 M Street, NW.
Washington, DC 20036-5831

Number of floors: 2-5 (3rd floor partial-not sole tenant)

Mezzanine(s): N/A

Basements: N/A

Net assignable floor area: 170,000 square feet

Government occupied floors: 2-5 (3rd floor partial-not sole tenant)

Type of building construction: Concrete

Emergency systems control center description:

Fire alarm system and signals: Yes (audio and strobe)

Automatic sprinkler: Yes

Command Center:

Fire Control Room (adjacent to North Tower lobby)

Phone: (202) 463-0910

Designated Official/Occupant Emergency Coordinator:

Leslee C. Lowstuter, Director
Central Operations Staff, OA, ERS
Phone (202) 694-5111

Fire Protection System

The 1800 M Street, NW. building is equipped with a sophisticated electronic fire protection system, including sprinkler heads throughout the building. The protection system includes:

- smoke detectors
- heat detectors
- wet-pipe sprinkler system
- dry-pipe sprinkler system
- manual fire alarm pull stations
- building-wide alarm system and alarm locator/annunciator panel
- elevator recall
- security door override
- remote monitor alarm and tamper detection systems

These devices and the way they operate together are explained below.

Smoke detectors. Ionized gas smoke detectors are located in the elevator lobbies and stairwells. When activated, the device displays a red light on its face and its location appears on the annunciator panel.

Wet-pipe sprinkler system. Sprinklers are located throughout the entire building. Each sprinkler head contains a fusible link that will melt when the temperature in the vicinity of that system activates, providing "umbrella" or "curtain" fire extinguishment. Only those sprinkler heads whose fusible link has melted will activate. A fire pump maintains water to the sprinkler system until the area is determined to be safe and the sprinkler valve is manually closed.

Dry-pipe sprinkler system. The areas of the building subject to freezing temperatures (such as the garage) are equipped with an air-pressurized "dry-pipe" sprinkler system. The melting of a fusible link (at 165 degrees Fahrenheit) causes a drop in the air pressure in the system, so that water enters and is supplied to the activated sprinkler head(s).

Manual fire alarm pull stations. Manual fire alarm pull stations are located next to each stairwell throughout the building. When one is activated, its location appears on the annunciator panel.

Building-wide alarm system and alarm location/annunciator panel. When any of the above described alarm devices are activated, the location of the activated device appears on an annunciator panel. The alarm can only be reset by authorized personnel at the direction of the Fire Department.

Elevator recall. When the building goes into alarm at the activation of one of the fire protection devices, the elevators will automatically return to the first floor, open their doors, and can be operated only by Fire Department and authorized building personnel.

Remote monitored alarm and tamper detection systems. To prevent tampering with the sprinkler line valves (which would deactivate the sprinkler system) a detection device in each of these valves sets off a "trouble" tone on the annunciator panel if the valve is closed. This detection system will not set off the building fire alarm, however, it is monitored by Kastle Systems 24-hours a day. If the tamper detection device is activated, Kastle has been instructed to inform the building's duty engineer, the guard service (during building operation hours), and Federal Protective Services.

A Building Fire Alarm will Sound When...

- a smoke detector is activated, or
- a heat detector detects a temperature of over 135 degrees Fahrenheit, or
- a sprinkler head detects a temperature of over 165 degrees Fahrenheit and opens the sprinkler system, or
- a manual pull station is activated

The location of the activated device or devices will appear on the annunciator panel.

Building evacuation should begin immediately upon the sounding of the alarm. The entire population of the building must be evacuated under the direction of the Occupant Emergency Team.

Elevators will return to the first floor (or the lowest floor not originating an alarm), open their doors, and can then be operated only by Fire Department or authorized building personnel.

If the annunciator panel shows activation of the sprinkler system and a smoke detector, it is critical that evacuation proceed without delay.

Resetting the alarm can be done only by authorized personnel, at the direction of the Fire Department.

Operating the Sprinkler System. When the fusible link in a sprinkler head melts, it releases pressure in the sprinkler line. This flow is detected by one of the system's flow sensors, which in turn activates the fire alarm and the fire pump. The annunciator panel shows the location of the activated flow sensor. The fire pump maintains water pressure in the line until the sprinkler is shut off.

Sprinklers may be shut off using the sprinkler valves. On floors 2 through 10, the sprinkler valves are located in both stairwells adjacent to the rest rooms on each floor. On the lobby floor, lower level, and penthouse, several valves control the sprinklers on each of these floors. Plans showing the location of these cutoff valves are included in the security guard's General Orders book and have been supplied to Federal Protective Services.

The fire pump, located in the lower level pump room, will continue to run as long as there is a flow in the system. After the closing of the cutoff valves(s) to the affected lines the fire pump will continue to run for a predetermined time (usually 3 minutes) to repressurize the line.

Emergency Call List

Building Command Center:

Lerner Corporation: (202) 463-0910

Building Manager:

Tonya Bonner, Lerner Corporation: (202) 452-1800

Fire Department:

Metropolitan Fire Department: 911

Police:

Metropolitan Police Department: 911

Federal Protective Service: (202) 708-1111

Bomb Threat:

Federal Protective Service: (202) 708-1111

Metropolitan Police Department: 911

After Hours Emergency:

If you have a medical or security emergency after hours, immediately call 911 (9+911). Then contact building security on 9+452-1800. Security staff are on duty 24 hours daily (South Tower lobby only after hours).

Gas Leak or Hazardous Material:

Lerner Corporation: (202) 452-1800

Utilities:

Lerner Corporation: (202) 452-1800

Medical Services:

Emergency Medical Assistance: 911

Health Unit (on-site): (202) 694-5745

Evacuation Information

Persons authorized to order evacuation:

Susan E. Offutt, Administrator, ERS

Leslee C. Lowstuter, Designated Official/Occupant Emergency Coordinator, ERS

Tonya Bonner, Building Manager, Lerner Corporation

Command Center

Located in the Fire Control Room adjacent to the North Tower lobby (exterior of building)

Alternate Sites for Command Center

Park located at intersection of 18th Street, M Street, and Connecticut Avenue (Exterior)

Vestibule of men's room located on the second floor South Tower (Interior)

Exterior Evacuation Off-site Location

Employees are directed to move away from the perimeter of the building during an emergency evacuation. Please follow the direction of the emergency personnel onsite or the Exterior Evacuation Team. Once safely away from the building, please gather at the park located at the intersection of 21st Street and M Street (2 blocks west of 1800 M Street).

Evacuation of Non-Ambulatory Individuals

Non-ambulatory individuals are to report to Stairwell #1, North Tower, in the event of an emergency. Rescue personnel will assist all non-ambulatory individuals from Stairwell #1 to the exterior of the building. Non-ambulatory employees should follow the direction of emergency personnel once outside the building. The park at the intersection of 18th Street, M Street, and Connecticut Avenue may be used as a gathering location for those individuals who require a close proximity location in an emergency. (Note: this location is the alternate exterior Command Center.)

Building Re-Entry

Building security staff will authorize re-entry of occupants at the direction of Lerner Corporation.

Evacuation Signals
(Method of notification)

Fire:

Alarm (audio and strobe)

Bomb Threat:

No alarm (person-to-person, telephone, and LAN notification simultaneously)

Explosion:

Alarm (audio and strobe)

Suspicious Package:

No alarm (person-to-person, telephone, and LAN notification simultaneously)

Gas Leak:

No alarm (person-to-person, telephone, and LAN notification simultaneously)

Natural Disaster—no warning:

Alarm (audio and strobe)

Natural Disaster—warning:

No alarm (follow instructions of ERS Administrator)

Workplace Violence:

Alarm (audio and strobe); or

No alarm (person-to-person, telephone, and LAN notification simultaneously)

Command Center Team

Designated Official/Occupant Emergency Coordinator:

Leslee C. Lowstuter, Director, Central Operations Staff, OA

Phone: Office (202) 694-5111

Cell (202) 359-0476

Floor Team Coordinator:

John Hession

Phone: Office (202) 694-5409

Cell (202) 425-6801

Medical Coordinator:

Health Unit Nurse

Phone: Office (202) 694-5745

Technical/Mechanical Advisor(s):

Burnell Bennings

Phone: Office (202) 694-5113

Cell (202) 494-6036

Cathi T. Ferguson

Phone: Office (202) 694-5405

Cell (202) 359-0479

Verla Rape

Phone: Office (202) 694-5112

Cell (202) 494-5792

Dominique Wood

Phone: Office (202) 694-5103

Cell (202) 359-0485

Designated Official/Occupant Emergency Coordinator:

- Develops emergency plan and coordinates actions with all tenants
- Selects, organizes, and trains adequate staff to carry out the plan
- Manages emergency situations
- Reports to Command Center
- Directs occupants during emergencies

Floor Team Coordinator:

- Reports to Command Center
- Provides information and advice to the Designated Official/Occupant Emergency Coordinator
- Interacts with the floor monitors
- Maintains emergency call list

Medical Coordinator:

- Reports to Command Center
- Provides information and advice to the Designated Official/Occupant Emergency Coordinator
- Provides emergency medical assistance

Technical/Mechanical Advisors:

- Report to Command Center
- Provide information and advice to the Designated Official/Occupant Emergency Coordinator
- Provide technical information on the facility and its operation during emergencies
- Identify the location of utilities, fire protection, communications, and other emergency equipment in the building

Floor Monitor:

- Clears Agency kitchenette and conference room on main street (Note: both are located in the South Tower [South Tower monitor responsible])
- Clears restrooms
- Coordinates evacuation of floor tower team
- Reports to Floor Team Coordinator (provides information of conditions on the floor) at the Command Center
- Directs non-ambulatory staff to stairwell #1 North tower

Quadrant Monitor:

- Assures evacuation of all occupants within assigned quadrant
- Closes door after each office is checked
- Directs non-ambulatory staff to stairwell #1 North tower

Stairwell Monitor:

- Assures that access to the stairwell is clear
- Directs occupants to safely exit via stairwell
- Assists with stairwell doors
- Directs non-ambulatory staff to stairwell #1 North tower

Exterior Evacuation Team Coordinator(s):

- Reports to Command Center
- Provides information to the Designated Official/Occupant Emergency Coordinator
- Directs team members

Exterior Evacuation Team Members:

- Directs occupants away from the perimeter of the building
- Keeps courtyard and alley clear for emergency equipment
- Restricts building access

Alarm Evacuation Procedure

Fire, Smoke, Explosion, Bomb Explosion, Natural Disaster with no Warning, or Workplace Violence

Designated Official/Occupant Emergency Coordinator:

- Reports to Command Center
- Activates Command Center Team
- Briefs responding officials

Floor Team Coordinator:

- Reports to Command Center
- Obtains occupant status from Floor Monitors
- Informs or instructs Floor Monitor as required
- Reports to Designated Official/Occupant Emergency Coordinator

Medical Coordinator:

- Reports to Command Center
- Provides emergency medical assistance as required

Floor Monitor:

- Directs evacuation
- Exits with team from designated stairwell
- Reports to Floor Team Coordinator at the Command Center and provides information of conditions on the floor

Floor Teams:

- Report to assigned quadrant
- Clear quadrant
- Assure that doors are closed as offices are cleared
- Report to designated stairwell
- Clear restrooms

- Exit with team from designated stairwell

Stairwell Monitors:

- Inspect stairways for smoke before allowing occupants to enter.
If smoke exists, directs occupants to another stairway.
- Hold doors
- Exit with team from designated stairwell
- Report to Floor Monitor when floor is clear

Exterior Evacuation Team:

- Assists with occupant evacuation from perimeter of building
- Restricts building access

No Alarm Evacuation Procedure

Bomb Threat, Suspicious Package, Gas Leak, Natural Disaster–Warning, or WorkPlace Violence

Designated Official/Occupant Emergency Coordinator:

- Notifies ERS Administrator
- Activates no alarm notification procedure
- Reports to Command Center
- Activates Command Center Team
- Verifies Federal Protective Service (FPS) notification and response

FPS: (202) 708-1111

Metropolitan Police: 911

Floor Team Coordinator:

- Reports to Command Center
- Obtains occupant status from Floor Monitor
- Informs or instructs floor monitor as required
- Reports to Designated Official/Occupant Emergency Coordinator

Medical Coordinator:

- Reports to Command Center
- Provides emergency medical assistance as required

Floor Monitor:

- Directs evacuation
- Exits with team from designated stairwell
- Reports to Floor Team Coordinator at the Command Center and provides information of conditions on the floor

Floor Teams:

- Report to assigned quadrant
- Clear quadrant
- Assure that doors are closed as offices are cleared
- Report to designated stairwell
- Clear restrooms
- Exit with team from designated stairwell

Stairwell Monitors:

- Inspect stairways for smoke before allowing occupants to enter. If smoke exists, direct occupants to another stairway.
- Hold doors
- Exit with team from designated stairwell
- Report to Floor Monitor when floor is clear

Exterior Evacuation Team:

- Assists with occupant evacuation from perimeter of building
- Restricts building access

**Natural Disaster—Advance Notice
(No Evacuation)**

Designated Official/Occupant Emergency Coordinator:

- Notifies occupants
- Reports to alternate Interior Command Center
- Activates Command Center Team

All Employees:

- Do not attempt to leave the building
- Move away from windows, glass walls, bookcases, and hanging objects
- Take cover under a solid desk or in a doorway

Natural Disaster—No Warning (Evacuation)

Designated Official/Occupant Emergency Coordinator:

- Activates Command Center Team

Floor Team Coordinator:

- Reports to alternate Interior Command Center
- Coordinates and assist Floor Teams

Medical Coordinator:

- Reports to alternate Interior Command Center
- Advises regarding medical assistance

What is Workplace Violence?

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, contractors, and other non-Federal employees.

Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

If you ever have concerns about a situation which may turn violent, alert your supervisor immediately. It is better to err on the side of safety than to risk having a situation escalate.

Reporting Workplace Violence

Physical violence or threats of physical violence should be reported immediately to **Metropolitan Police Department, 911, followed by notification of your supervisor and the Director, Central Operations Staff, 694-5111.**

All other types of workplace violence should be reported immediately to your supervisor and/or **Joyce Key, the ERS Civil Rights Director, 694-5005 (who coordinates Department and agency policy and response to workplace violence).**

It is very important to respond appropriately, i.e., not to overreact but also not to ignore a situation. Sometimes that may be difficult to determine. Employees and managers should discuss the situation with expert resource staff to get help in determining how best to handle the situation.

Resources

"The USDA Handbook on Workplace Violence Prevention and Response," December 1998.

**2nd Floor
Occupant Emergency Team
1800 M Street, NW**

Position	Name	Room	Phone
North Tower Floor Monitor:	Mark Denbaly	N2117	694-5390
Northeast Quadrant Monitor:	Pat Sullivan	N2175	694-5350
Northwest Quadrant Monitor:	Al Reed	N2110	694-5392
South Tower Floor Monitor:	Tom McDonald	S2038	694-5129
Southeast Quadrant Monitor:	Tom McDonald	S2038	694-5129
Southwest Quadrant Monitors:	Josh Winiki	S2091	694-5448
	Park Wilde	S2092	694-5633
Stairwell Monitors:			
North Tower Stairwell #1	Rick Reeder	N2144	694-5630
North Tower Stairwell #2	Mark Denbaly	N2117	694-5360
South Tower Stairwell #3	Vic Oliveira	S2073	694-5434
South Tower Stairwell #4	Vic Phillips	S2003	694-5133

**3rd Floor
Occupant Emergency Team
1800 M Street, NW**

Position	Name	Room	Phone
North Tower Floor Monitor:	Linda Atkinson	N3075	694-5046
Northeast Quadrant Monitor:	Charlie Hallahan	N3071	694-5051
South Tower Floor Monitor:	Patricia Winston	S3104	694-5098
Southeast Quadrant Monitor:	Tiffany Mills	S3103	694-5080
Southwest Quadrant Monitor:	John Baumgartner	S3015	694-5025
Stairwell Monitors:			
North Tower Exit Door:	Linda Atkinson	N3075	694-5046
South Tower Stairwell #3	Beverly Powell	S3018	694-5495
South Tower Stairwell #4	Julie Vo	S3007	694-5045

**4th Floor
Occupant Emergency Team
1800 M Street, NW**

Position	Name	Room	Phone
North Tower Floor Monitor:	Patricia Cleveland	N4105	694-5617
Northeast Quadrant Monitor:	Roberta Atkinson	N4079	694-5451
Northwest Quadrant Monitor:	Michael Ollinger	N4097	694-5454
South Tower Floor Monitor:	Richard Magleby	S4028	694-5615
Southeast Quadrant Monitor:	Richard Magleby	S4028	694-5615
Southwest Quadrant Monitor:	Marlow Vesterby	S4204	694-5528
Stairwell Monitors:			
North Tower Stairwell #1	Patricia Cleveland	N4105	694-5617
North Tower Stairwell #2	Linda Neely	N4124	694-5573
South Tower Stairwell #3	Paul Johnston	N4159	694-5561
South Tower Stairwell #4	Rosa Potts	S4210	694-5525

**5th Floor
Occupant Emergency Team
1800 M Street, NW**

Position	Name	Room	Phone
North Tower Floor Monitor:	Lorraine Mitchell	N5081	694-5158
Northeast Quadrant Monitor:	Steve Zahniser	N5166	694-5230
Northwest Quadrant Monitor:	Stefan Osborne	N5062	694-5154
South Tower Floor Monitor:	Dennis Shields	S5190	694-5331
Southeast Quadrant Monitor:	Agapi Somwaru	S5224	694-5295
Southwest Quadrant Monitor:	Verna Blake	S5195	694-5301
Stairwell Monitors:			
North Tower Stairwell #1	Lorraine Mitchell	N5081	694-5158
North Tower Stairwell #2	Ken Mathews	S5103	694-5183
South Tower Stairwell #3	Fred Nelson	S5201	694-5326
South Tower Stairwell #4	Mark Gehlhar	N5022	694-5273

Exterior Evacuation Team

1800 M Street, NW

Position	Name	Room	Phone
Exterior Coordinator:	Cathi T. Ferguson	N3100	694-5606
Park Coordinator:	Patricia Cleveland	N4105	694-5617
Park Coordinator:	Shirley Hammond	N3115	694-5523
Team Members:	Mike Moffett	N4140	694-5107
	Shirley Pryor	N5059	694-5263
	Mathew Shane	S5019	694-5282
	Frank Tirado	S3140	694-5095